

## ROUTING AND TRANSMITTAL SLIP

1/20/87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/FINANCE			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	✓ For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt		X		
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/Finance		X		
18					
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXA/DDA	7D18 HQ
	Phone No.

5041-102

\*USGPO 1965-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.306

3637 (10-81)

Executive Secretary  
15 Jan 87  
Date

Executive Registry

87-0145x

**THE JOINT FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM**

**is sponsoring a half-day seminar on**

**IMPLEMENTING OFF-THE-SHELF FINANCIAL SYSTEMS**



**Friday, January 30, 1987 - 8:30 a.m. to 12:00 noon  
at the**

**Auditorium of the Department of Commerce  
14th & Constitution, NW, Washington, D.C  
(Within walking distance of the Federal Triangle Subway stop)**

**SEMINAR OBJECTIVE:** To share with Federal managers of varying functional areas (ADP, financial, program, systems development and budget) the experiences of large entities who have successfully implemented off-the-shelf financial systems. This is the first of a series of seminars to be presented on this topic. We encourage managers from all agencies to attend.

**PROGRAM AGENDA.** A State of California representative will relate his experience in implementing a standardized financial system in more than 100 State agencies and lessons learned in the process. Two representatives from the Canadian Defence Ministry will discuss how they implemented their worldwide financial system in 18 months.

**SPEAKERS:**

- Mike Shamrock  
Assistant Program Budget Manager  
Department of Finance  
State of California
- Lt Col John Tyrell  
Director of Financial Systems  
  
Eric R. Sargent  
Director, Computer Applications Services  
  
National Defence Headquarters, Canada

**REGISTRATION IS NOT REQUIRED.  
SEATING IS LIMITED TO 500 ATTENDEES.**

**SEMINAR FEE: NO CHARGE**

**FOR FURTHER INFORMATION:** Contact JFMIP on (202) 376-5415

